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ABSTRACT

Introducing cataloging students, beginning catalogers, copy catalogers, and department administrators to the principles of cataloging, classification, and indexing, this revised text provides a simple, solid foundation for standard practices of cataloging and bibliographic control in the United States and Canada. The book reviews major considerations for making decisions about cataloging, classification, shelving, and public catalogs, and examines pertinent issues regarding bibliographic services, including computerized bibliographic systems (large networks and local systems). This edition incorporates recent cataloging rule changes, MARC format integration changes, and other newly approved material. A chapter on managing the catalog department has been added, and the bibliography, chapter reading lists, and glossary have been updated and expanded. The book includes the following sections: (1) Introduction; (2) Decisions; (3) The "Anglo-American Cataloguing Rules"; (4) Description; (5) Access; (6) Subject Authorities; (7) "Sears List of Subject Headings"; (8) "Library of Congress Subject Headings"; (9) Classification Systems; (10) The Dewey Decimal Classification; (11) Library of Congress Classification; (12) Bibliographic Utilities: Large Computer-Based Networks; (13) Local Systems; (14) The MARC Formats; (15) Cataloging and Classification Policies; and (16) Managing the Cataloging Department. Appendices include a selected bibliography, glossary, additional cataloging examples, and answers to examples. Topical, name, and figure and example indices are also provided. (Author/SWC)